

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **REGULAR MEETING MINUTES**

Housing Authority Office

August 15, 2013

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; and Ms. Fields, Executive Director.

The meeting was called to order at 8:45 a.m. by the Chairperson.

### **MINUTES**

A motion was made by Ms. Hall and seconded by Mr. Eddy to accept the minutes of the July 25, 2013 Regular Meeting and the July 30, 2013 Emergency Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

None

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the July bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the June Financial Reports. Motion approved unanimously.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the July Section 8 Statistical Report. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE**

#### **Human Services Advisory Committee**

No Report

#### **General Reports**

None

## **COMMITTEE REPORTS**

### **Quality of Life Committee**

A recommendation was made by the Committee to purchase and install two sun tunnels in a north facing unit at Wrights Village. After installation, the Committee will take a field trip to assess the natural light to determine future installations.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to accept the recommendation. Motion approved unanimously

A recommendation was made by the Committee to hire Milrick Lawn Service, LLC for the Wrights Village landscaping project. Ms. Fields will contact Milrick and set up a meeting to begin the first phase which will be clean up.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve Milrick Lawn Service, LLC as the selected contractor and an initial funding \$10,000; and for Ms. Fields to proceed in consultation with the Committee. Motion approved unanimously.

### **Budget Committee**

Three recommendations were made by the Budget Committee to approve: (1) a rent increase at Holinko Estates in the amount of \$5.00 per month per unit and at Wright's Village in the amount of \$10.00 per month per unit; (2) the budgets as approved for recommendation by the Budget Committee meeting on August 12, 2013; and (3) to use the 2014 allocations percentages for personnel and insurance effective as soon as possible in 2013.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the recommendation by the Budget Committee for the specified rent increases. Motion approved with one abstention.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the recommendation by the Budget Committee to accept the budgets. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to apply the 2014 allocations as specified. Motion approved unanimously.

## **UNFINISHED BUSINESS**

### **Holinko Estate Solar Panels/Exterior Lighting Upgrades**

Ms Fields will attend a webinar later today presented by Sustainable City Networks on site lighting retrofits. Ms. Fields will contact Sunlight Solar to move forward with the solar panel project. She will discuss what is necessary to make sure this project is part of the ZREC lottery this fall.

## **NEW BUSINESS**

### **Section 8 Administrative Plan Changes - Preferences**

Ms Fields suggested that the preference in the Section 8 Administrative Plan be deleted for those families that are "Victim of Reprisals." Because there is a requirement that the family is part of a witness protection program or the HUD office or law enforcement agency must have informed the PHA that the family is part of a similar program, it requires the request to come from an agency and not a family. If the

Housing Authority was asked to house a family who is a victim of reprisal, the family would probably be housed outside the waiting list process. This preference is not required or suggested by HUD.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to delete the "Victim of Reprisals" preference in the Section 8 Administration Plan. Motion approved unanimously.

#### **Executive Session**

Ms Fields asked the Chairman to request a vote to go into Executive Session in order to provide legal updates which contain privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Eddy and seconded by Ms. Hall to invite Ms. Fields and to go into Executive Session at 10:30 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:45 a.m.

#### **MEETING DATE REVIEW**

No changes to September Regular Meeting

#### **OTHER BUSINESS**

None

#### **ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:46 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson